



City of Nashua

Central Purchasing
229 Main Street
Nashua NH 03060
603-589-3330 Fax: 603-589-3344

May 19, 2011

Invitation for Bids

Hunt Building Water Infiltration IFB0285-060711

The City of Nashua invites experienced and qualified contractors to submit bids for the Hunt Building Infiltration Mitigation Project. The project is located at the Hunt Memorial Building, 6 Main Street, Nashua, NH, a property listed on the National Register of Historic Places. The base bid includes earthwork associated with identifying the location of existing underground downspout piping and dry well system and disconnecting copper downspouts from underground systems and rerouting them via sidewalk trench drains to the street. In addition, a new copper downspout will need to be installed as well as a variety of copper spouts and downspout appurtenances in this historically sensitive building. The project also includes installation of a small underdrain system, a rain garden, an extension of concrete stairs, and associated work to redirect surface and groundwater away from the building. As an alternate bid item, an above ground concrete and retaining wall system on the north face of the building to capture surface runoff from the downspout and ground and direct it to a catch basin is being bid. **The City will only accept bids for the base bid plus the alternate bid.**

Interior rehabilitation of the building is ongoing and the selected bidder will be required to coordinate work with the on-site contractor,

Plans and specifications will be ready for pick up on Monday, May 23, 2011 at the DPW Engineering Office at 9 Riverside Street, Nashua, NH.

INSTRUCTION TO BIDDERS:

Bids must be submitted **in triplicate (one (1) original and two (2) copies)** in a sealed envelope plainly marked **"Hunt Building Infiltration Mitigation"** and must be received at the Central Purchasing Department, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060 prior to **3:00 pm on Tuesday June, 7, 2011**. Postmarks or other timestamps will not be accepted in lieu of actual delivery. Bidders can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time. Shortly following 3:00 pm, a public bid opening will be held in Room 208, on the second floor of City Hall. Further details are available on the City's web site, www.nashuanh.gov, under Citizens Favorites, Current Bid Opportunities, document **IFB0285-060711**. Results (Total Costs, at a minimum) will be posted on the City's web site, under Bid Results.

A mandatory pre-bid conference will be held on Tuesday, May 31, 2011 at 1:00 pm at the Hunt Building, 6 Main Street, Nashua, NH 03060 on the Clinton Street side (the east side) of the building. **You or your representative(s) are required to attend this meeting if you intend to submit a bid.**

This project is covered by Section 3 of the Housing and Urban Development Act of 1968, as amended. Minority and Women-owned Business Enterprises (MBE/WBE) and firms owned or controlled by low-income persons, that employ low-income or formerly unemployed low-income persons are encouraged to submit bids. HUD-4010 Federal Labor Standards Provisions (June 2009), Davis-Bacon prevailing wage rates for construction, and Payroll Reporting per US Dept of Labor form WH-347 will apply to this contract.

Completion time for the project will be calculated as calendar days from the date specified in the "Notice to Proceed", as follows:

60	calendar days	for substantial completion for base bid
75	calendar days	for contract completion for base bid

If alternate bid item is awarded, an additional **30 calendar days** will be added to the substantial completion and contract completion time periods.

Liquidated damages will be in the amount of **\$100.00** for each calendar day of delay from the date established for substantial completion, and **\$100.00** for each calendar day of delay from the date established for contract completion.

The project timeline is as follows:

	Date	Time/Place
Mandatory Pre-bid Meeting	Tuesday, May 31, 2011	1:00 pm, Hunt Bldg, 6 Main St.
Bid submittal date	Tuesday, June 7, 2011	3:00pm Purchasing Department

Address all communications concerning this Invitation for Bids **in writing** to:

Amy Prouty Gill, Engineering Department
Email: gilla@nashuanh.gov

The Contract Documents may be examined at the following locations:

Division of Public Works, 9 Riverside Street, Nashua, NH 03062
Urban Programs, 2nd floor, City Hall, 229 Main Street, Nashua, NH 03060
Construction Summary, Plan Floor, 734 Chestnut Street, Manchester, NH 03104-3001

Copies of the Contract Documents may be obtained from the Division of Public Works, Engineering Dept, 9 Riverside St, Nashua NH 03062, Monday through Friday, BETWEEN THE HOURS OF 8:30 AM AND 4:30 PM. The non-refundable fee for the bid documents is \$25.00 per set, payable to the City of Nashua, which will not be refunded. Partial sets will not be distributed. All requests for mailed documents must be accompanied by an additional fee of \$25.00 to cover the cost of postage and handling.

Bids must be submitted in the format provided and address the items specified in the bid package. No bid will be considered unless accompanied by a bid security in the form of a Certified or Cashier's Check, or Bid Bond, in an amount not less than five percent (5%) of the bid.

The successful contractor will be required to post a 100% Performance Bond and a 100% Payment Bond within ten (10) days of Notice to Proceed. Cost of the Bond Premium is to be included in the Bid Price.

The City of Nashua supports the concept of purchasing products that are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products that qualify, please so indicate in a cover sheet by item number and description.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua.

The successful firm will be required to maintain for the duration of the contract all required insurance. Coverage shall be written with an insurance carrier licensed to do business in the State of New Hampshire.

The City of Nashua requires thirty (30) days' written notice of cancellation or material change in coverage. Contractor will be responsible for filing updated Certificate(s) of Insurance with the City of Nashua during the life of the Contract.

Certificates of Liability and Workmen's Compensation Insurance must be filed with the Purchasing Department by the successful bidder prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers Compensation Employers' Liability according to NH State Statutes:
\$100,000 / \$500,000 / \$100,000

The City of Nashua must be named as an additional insured on all liability certificates.

The requirements for bidders and contractors are explained in the **Instructions to Bidders** in the Contract Documents.

The City may make such investigation as it deems necessary to determine the ability of each firm to satisfactorily perform the work. The bidder shall furnish such necessary information for this purpose. The City reserves the right to reject any bid if the information submitted by or investigation of, such firm fails to satisfy the City that the firm is properly qualified to complete the work satisfactorily.

Bids may not be withdrawn for a period of sixty (60) days after the date of opening.

The City reserves the right to negotiate with one, several or none of the firms responding to this invitation to bid. All bids become the property of the City of Nashua and, if accepted, become a legal binding addendum to the eventual contractual agreement with the City of Nashua. This request for bids in no way commits the City of Nashua to make an award or reimburse any bidder for any expense incurred in responding to this request.

Contractor shall ensure that its activities and activities of its employees are in strict compliance with all regulations and all other applicable federal, state and local statutes, ordinances, regulations and rules, including without limitation, the Federal OSHA of 1970, as amended and the standards and regulations issued hereunder, and all other statutes, ordinances, regulations, rules, standards and requirements of common law in relation to industrial hygiene and safety, and the protection of health and the environment.

The City is exempt of all taxes. All bids must be FOB Nashua, NH. All bidders must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

Respectfully,

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua
sanchezm@nashuanh.gov